

First United Methodist Church

Building Usage Guide

First United Methodist Church is happy to make available the facility for your event. These guidelines are in place so that you, Trustees and Staff are all in agreement as to what constitutes good stewardship in relation to the facilities.

Building Usage

1. All building usage is ultimately approved or denied by the Trustees. Because of this process, we encourage everyone to call at least a month in advance.
2. Members are welcome to fill out an application and see if their desired date and time is free on the church calendar. The application will be passed along to the Trustees for a decision. Barring unforeseen complications we expect that any reasonable request will be granted.
3. Once a date and time are confirmed, you will need to find out if the church will already be open or if you need to obtain a set of keys. If keys will be needed, you must check them out via the church office administrator. Return of keys is expected within 48 hours of your event.
4. If you are using keys, you are responsible for making absolutely sure that all doors and windows are locked, lights are out, air conditioner is off; appliances are turned off and the building is secure. Please check the restroom lights.
5. You are responsible for the set up of additional chairs and tables that you need. Please leave the room as you found it.
6. Children need to be supervised at all times.
7. Trash from the kitchen, fellowship hall room and restrooms needs to be bagged and taken to the trash containers in the designated outside area (north side of building).
8. **Do not leave any leftovers or food in the refrigerator or freezer.** If you have something that you have been given permission to leave in the refrigerator, please label it with your name or event and date.
9. Please do not serve red drink.
10. After your event you are required to complete and return to the church office the attached "Check-Off List". Extra copies of this list are available in the Fellowship Hall kitchen or the kitchenette located in back of the Sanctuary.

Special Rules:

No smoking

No alcoholic beverages in or around the premises